



THE CITY OF SAN DIEGO

## HOW TO OBTAIN A PERMIT FOR

# Electrical Vehicle Charging Systems

CITY OF SAN DIEGO DEVELOPMENT SERVICES

1222 FIRST AVENUE, MS 301 SAN DIEGO, CA 92101-4101

CALL (619) 446-5300 FOR APPOINTMENTS AND (619) 446-5000 FOR INFORMATION

INFORMATION  
BULLETIN

# 187

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This information bulletin describes the permitting and inspection process for the installation of an Electrical Vehicle Charging System (EVCS) on an existing site or building.

EVCS installations shall comply with all applicable code requirements, City ordinances and regulations, including historical, and Land Development Code.

Electrical Vehicle (EV) supply equipment shall be listed and labeled by an OSHA-approved Nationally Recognized Testing Laboratory ([NRTL](#))

## I. APPROVAL REQUIREMENTS

An Electrical Permit is required for the installation of an EVCS.

A Building Permit may be required if alterations will be made to the building or disabled accessible parking spaces serving the buildings on the site, or when new disabled accessible parking spaces are proposed.

## II. DOCUMENTS AND PLANS REQUIRED

### A. General Application, (DS-3032)

A General Application must be completed. If the property owner is doing the work, a separate Owner-Builder Verification form (DS-3042) must be completed and signed by the owner.

### B. Plans

The following plans and calculations are required for review and approval. Plans and calculations for an EVCS installed in a residential private garage will be reviewed by the inspector during inspections. However for all other installations the plans have to be reviewed prior to permit issuance.

1. **Site plan** showing complete layout of existing parking spaces and proposed location of EVCS parking space(s), existing building and structures.

Charging units are allowed to encroach within required zone setbacks, as described in SDMC 131.0140. Any landscaping required by SDMC 142.0402, including trees shall not be removed for the installation of the charging unit.

**Note:** Per SDMC, Section 86.26, it is unlawful to park a vehicle so that it protrudes into the street or sidewalk. If the EV will be parked behind the City sidewalk, it is im-

## Documents Referenced in this Information Bulletin

- California Electrical Code, Article 625, (CEC)
- [Information Bulletin 103](#), Mechanical, Plumbing/Gas, Electrical Fee Schedule and Worksheet
- Circuit Card - Supplemental for Single Family Dwellings, [DS-1179A](#)
- Owner-Builder Verification, [DS-3042](#)
- General Application, [DS-3032](#)

portant to show the width of the sidewalk, the distance from the curb to the sidewalk, and the distance from the sidewalk to the house or garage on the site plan. Also, per SDMC Section 142.0510, an operable vehicle may be temporarily parked on a legal driveway within a required front or street side yard if the vehicle does not in any way impede access to or from more than one required parking space. The vehicle cannot be parked parallel to the property line.

2. **Floor plan** showing the EVCS when the system is located within a building.

3. **Electrical plans and calculations** prepared, signed and stamped by a California registered Electrical Engineer or the California Licensed Electrical contractor who will be installing the system.

**Note:** A completed City of San Diego Circuit Card (DS-1779A) will be accepted in lieu of electrical plans for installation in residential private garages; calculations shall be included on the Circuit Card. The Card shall be provided at the site for the inspection staff.

Charging an EV or plug in EV adds a significant and continuous load to electrical services and will impact the regional electrical distribution system. Therefore, it is important to provide accurate electrical load calculations.

The plans shall include the following information:

- a. Single line diagrams showing the system, point of connection to the power supply and the charging unit(s).
- b. Electrical load calculations.
- c. Electrical panel schedule

- d. Manufacturers' data sheet for the listed charging equipment.
- e. The amperage supplied to charge the electrical vehicle.

**4. Disabled Accessibility Plans** showing the following:

**Note:** Disabled accessibility plans are not required for EVCS installed in residential private garages.

- a. The dimensioned layout of existing accessible parking spaces, including access aisles, and adjacent parking spaces used for the EV charging station.
- b. The location and layout of proposed accessible EV charging station.
- c. An elevation of the charging unit sufficient to demonstrate compliance with the reach ranges for side or front approach to the unit by persons with disabilities as required in the California Building Code.

### III. OPTIONS FOR SERVICE

A. To obtain the electrical permit for installations in a residential private garage you may use our:

- 1. On-Line service at [Simple E-Permit](#)
- 2. Walk-in at the Development Services Department at 1222 1st Avenue, 3rd Floor Check-In counter. Walk-In service is also provided at our Inspection Office located at 9601 Ridgehaven Court, 2nd Floor.

B. To obtain electrical permits for installation in other locations a plan review is required prior to issuance.

- 1. Most EVCS reviews may be performed on a walk-in basis over the counter at the Development Services Center, 1222 1st Avenue, 3rd Floor. A General Application and two copies of the plans listed above are required for review and approval.

### IV. INSPECTIONS

A. Access shall be provided to all equipment including the electrical service equipment that supplies power to the EVCS. Inspectors are not authorized to open energized electrical equipment. A responsible person shall be present to open any live electrical equipment for inspection.

B. In addition to all plans and calculations, the EVCS Manufacturer's installation instructions shall be provided on site at time of inspection.

C. All plans and documents listed above must be provided for residential private garages on site at time of inspection.

D. When applicable the approved perforated set of plans must be available on site at time of inspection.

### V.

#### FEES

##### Residential Private Garage Installations

Inspection .....	.8 hr. x \$123 = \$98.40
Issuance.....	= \$38
Records.....	= \$20

##### All other installations per unit

Electrical Plan Check .....	.5 hrs. x \$144 = \$72
Structural Plan Check .....	.5 hrs. x \$144 = \$72
Electrical Inspection.....	1.2 hrs. X \$123 = \$147.60
Issuance.....	= \$133
Records.....	= \$20

Hourly charges may be added for additional plan reviews and/or inspections.

### VI.

#### UTILITY SUB-METERED EVCS

If the customer decides that the EVCS installation will be metered by SDG&E for a specialized rate, the installation shall conform to the SDG&E PEV PILOT drawings. Contact SDG&E in advance for information regarding this program. When the installation is approved, the inspector will notify SDG&E. Please coordinate the installation of the meter with SDG&E.